



MISSISSIPPI FORESTRY COMMISSION

660 North Street, Suite 300 • Jackson, Mississippi 39202
Phone: (601) 359-1386 • Fax: (601) 359-1349 • www.mfc.ms.gov

Date: March 2, 2015

To: All District Offices, Fire Training Center, and Division/Department Heads

From: Charlie W. Morgan, State Forester

RE: **Job Announcement – Post in Conspicuous Location**

The Southeast District of the Mississippi Forestry Commission is accepting applications for two (2) Forester Trainee positions. These positions are located in Harrison County and Pearl River County. The starting salary for this classification is \$27,162.45.

Any individuals interested in applying for, or laterally transferring to, this position may submit their application between March 2, 2015 and March 12, 2015. Requests to transfer must be submitted through requesting employees chain of command and then to the MFC Human Resources Department.

A job description is attached for your convenience. All applicants must complete an application. Employees wishing to transfer laterally must also submit a request to transfer within this timeframe. All applicants/transfers must also include a copy of their current Registered Forester's card with their application.

Completed applications and any additional documentation should be submitted on line at www.mspb.ms.gov. In order for all State and/or Federal requirements to be met, the MS State Personnel Board will accept and evaluate all applications and place eligible applicants on the appropriate list. This list will then be routed through the Forestry Commission's Human Resources Department to the appropriate location for action.

Once again, the deadline for applying for this position is March 12, 2015. This announcement must be posted at all locations in a central viewing area to afford all qualified persons the opportunity to apply.

CWM/jpb

Attachment: Job Description



STATE OF MISSISSIPPI
invites applications for the position of:
Forester Trainee

SALARY: \$27,162.45 /Year

OPENING DATE: 02/27/15

CLOSING DATE: 03/12/15 11:59 PM

JOB TYPE: Full-Time

LOCATION: 24 - HARRISON COUNTY

SHIFT SCHEDULE: Day Shift Only

TRAVEL SCHEDULE: Some Day Only

TIME LIMITED POSITION: No

CHARACTERISTICS OF WORK:

This is forestry work at the entry-level. Incumbents are responsible for such activities as fire suppression and control, forest management, nursery work, insect and disease control, and public relations work, including laying out, assigning, and reviewing the work of subordinate personnel. General instructions and directions are received from the Area Forester who reviews the completed tasks in the form of results accomplished.

EXAMPLES OF WORK:

Examples of work performed in this classification include, but are not limited to, the following:

Prepares county/multi-county fire plan; trains county crews in fire suppression, timber management, and safety work; plans and administers safety program.

Inspects and directs maintenance of fire-fighting equipment; performs and/or supervises forest fire detection system and performs and/or directs suppression action.

Prepares county/multi-county work plan and estimates the number of man-hours to be spent on each job.

Evaluates county employees' performance.

Prepares detailed forest management plans for landowners; marks timber; assists in locating timber markets; and supervises prescribed burning activities.

Writes news articles; participates in radio and television programs and speaks to various groups on forest management, fire control, insect and disease control, and forest appreciation and conservation.

Takes seedling orders and issues seedlings to landowners.

Prepares or supervises the preparation of reports and answers correspondence relative to forestry program activities in the area.

Assists private landowners in construction of fire lanes.

Informs landowners of available Forestry Incentive Programs and assists them in implementing needed forest management practices.

Evaluates sixteenth section school lands; writes and recommends forest management plans to the Boards of Education.

Performs related or similar duties as required or assigned.

MINIMUM QUALIFICATIONS:

These minimum qualifications have been agreed upon by Subject Matter Experts (SMEs) in this job class and are based upon a job analysis and the essential functions. However, if a candidate believes he/she is qualified for the job although he/she does not have the minimum qualifications set forth below, he/she may request special consideration through substitution of related education and experience, demonstrating the ability to perform the essential functions of the position. Any request to substitute related education or experience for minimum qualifications must be addressed to the Mississippi State Personnel Board in writing, identifying the related education and experience which demonstrates the candidate's ability to perform all essential functions of the position.

EXPERIENCE/EDUCATIONAL REQUIREMENTS:

Education:

A Bachelor's Degree from an accredited four-year college or university in Forestry.

Licensure/Certification:

Must possess a license as a Registered Forester by the Mississippi Board of Registration for Foresters within one (1) year of employment.

Must possess a valid driver's license, as verified by the hiring agency.

Note:

Incumbents who are required to fight wildfires or conduct field work on a routine basis must successfully complete a Moderate Pack Test within ninety (90) days of hire date and annually thereafter.

ESSENTIAL FUNCTIONS:

Additional essential functions may be identified and included by the hiring agency. The essential functions include, but are not limited to, the following:

1. Prepares county/multi-county fire plan; trains county crews in fire suppression, timber management, and safety work; plans and administers safety programs.
2. Inspects and directs maintenance of fire-fighting equipment; supervises forest fire detection system and directs suppression action.

3. Prepares county/multi-county work unit plan and estimates the number of man-hours to be spent on each job; evaluates employees' performance.
4. Prepares detailed forest management plan for landowners; marks timber; assists in locating timber markets; and supervises prescribed burning activities.
5. Furnishes public forestry information through written articles, radio and television broadcasts, and by conducting special programs at schools, libraries, civic clubs, etc.
6. Prepares reports and answers correspondence relative to forestry program activities.
7. Informs landowners of available Forestry Incentive Programs and assists them in implementing needed forest management practices.
8. Evaluates sixteenth section school lands; writes and recommends forest management plan.

APPLICATIONS MAY BE FILED ONLINE AT:
<http://agency.governmentjobs.com/mississippi/default.cfm>

Position #1742-0451-20150224HN
FORESTER TRAINEE
C1

210 East Capitol Street
Suite 800
Jackson, MS 39201
601-359-1406
601-359-1406

An Equal Opportunity Employer

Forester Trainee Supplemental Questionnaire

* 1. What is the highest level of education (or semester hours of college) you have completed in the field of Forestry?

- ☐ None
- ☐ GED or High School Equivalency Diploma / High School Diploma
- ☐ 30 semester hours
- ☐ Associate's Degree / 60 semester hours
- ☐ 90 semester hours
- ☐ Bachelor's Degree
- ☐ Master's Degree
- ☐ Specialist Degree
- ☐ Doctorate Degree

* 2. Do you possess a valid Driver's License?

- ☐ Yes
- ☐ No

* Required Question



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